

**Board of Public Works and Safety  
Regular Meeting Minutes  
August 1, 2016**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board members Stephen Barnett and Bob Swinehamer answered roll call.

Chief of Police Tim O’Sullivan, Deputy Fire Chief Jim Reese, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Community Development Director Krista Linke, City Engineer Travis Underhill, , Clerk Treasurer Jayne Rhoades, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance. Street Commissioner Brett Jones was absent.

Mayor McGuinness led the Pledge of Allegiance.

**Announcements & Public Comments**

Rob Shilts of Franklin Heritage & Artcraft Theatre gave an update on installing the HVAC unit in the Artcraft Theatre which was approved at the last meeting. Mr. Shilts stated that they did not get the project completed due to the framing being the wrong size, and would need to block the alley again on Tuesday, August 9<sup>th</sup> in order to have the crane finish installing the unit. Mayor McGuinness made a motion to approve the same request as the previous meeting, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Consent Agenda**

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held July 18, 2016
2. Board of Works Claims.
  - Pool Party Rentals in the amount of \$2,410.00
  - Payroll in the amount of \$388,810.90
  - Pension Payroll in the amount of \$57,827.72
  - #072216 BOW Contracts/Utilities in the amount of \$256,103.16
  - #072316 Sewer Utilities in the amount of \$10,135.03
  - #071916 RDC Contracts/Utilities in the amount of \$679,245.25
  - #072716 RDC Contracts/Utilities in the amount of \$416,955.64
  - #072916 BOW Contracts/Utilities in the amount of \$57,029.95
  - #073016 Sewer Utilities in the amount of \$19,887.83
  - #080216 Sewer General Obligations in the amount of \$20,883.70
  - #080116 BOW General Obligations in the amount of \$101,088.21

Mr. Barnett made a motion to approve the consent agenda as presented, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

## **Old Business**

There was no old business presented.

## **New Business**

**Request "No Truck" Signs on Oliver Avenue** - Rita Richardson was not present to present this request. A discussion was held. Mr. Barnett made a motion to deny the request, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried. Mr. Swinehamer stated that if Ms. Richardson wanted to bring in additional information regarding this request it could be put back on the agenda.

**Request Approval of Race Course for Hunger Heroes Race against Hunger 5k Run to Raise Funds for Back Sacks Program** - Deirdre Warrenburg came forward and stated they would be holding their second annual run to raise funds for the Back Sack Program on Saturday morning November 12<sup>th</sup>. This would be the same course as last year. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Reimbursement for Removal of Three Street Trees** - Rich Trivett came forward to request reimbursement for three street trees that he was told by the City Inspector in 2012 he must put in before receiving his occupancy permit. Mr. Trivett stated that according to his subdivision covenants he did not need these trees. City Engineer Travis Underhill stated this is an unfortunate circumstance, and that previous staff made an honest mistake; this is the only subdivision in the city that has their own covenants regarding the number of street trees and shrubs. A discussion was held. Mayor McGuinness made a motion to request the Street Department remove the three street trees and the City will refund \$704.04 to Mr. Trivett for the cost of the trees and delivery, this was seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval to Fill Out Credit Applications for Duncan Supply Company, The Habegger Corporation, & Johnstone Supply so Facility Supervisor can Purchase HVAC Supplies** - Clerk-Treasurer Jayne Rhoades stated she needs the Boards approval to fill out these credit applications. City Attorney Gray stated she would like to remove two provisions from the Duncan Supply Company application regarding the unconditional guaranty & security interests. Mayor McGuinness made a motion to approve with the amendments stated by Ms. Gray, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

**Board of Works Resolution No.: 16-08 A Resolution Approving a Real Estate Transfer from the City of Franklin, Indiana to the Franklin Park and Recreation Board & Execution of Real Estate Agreement-** Senior Planner Joanna Myers came forward and stated this would be the last transfer of the flood buyout property from the Board of Works to the Parks

Department, with the exclusion of property on Pitt, King & Young Streets, as property owners maintain permits from the city to maintain and use these properties. Ms. Myers stated that the board would also need to approve the real estate agreement. Mr. Barnett made a motion to approve with the Mayor signing both documents, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Change Order #1 from Wessler Engineering for WWTP SCADA Improvements Project** – Gary Ruston of Wessler Engineering came forward to ask for approval of change order #1 for the WWTP SCADA Improvement Project. Mr. Ruston explained the items that were listed in this change order, there would be a 90 day extension on the project; and the addition of variable frequency drive sewage pumps; reducing the height of the radio antennae at the WWTP; and an upgrade to touchscreen panel computers that were used on this project. Mr. Ruston stated that these items would be less than a 10% increase for this project. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Professional Services Agreement for South Main Street Design with CrossRoads Engineers, PC** - City Engineer Travis Underhill stated we had applied for federal funding for the Gateways & Greenways planning study, and received funding in the amount of 1.4 million. Mr. Underhill stated this agreement is for S. Main Street from the bridge to Champ Ulysses with sidewalks on both sides, parking if necessary, and then from Champ Ulysses to US 31 which would be road improvements. This part of the project would cost \$402,000.00 with a right-of-way involved. Mr. Underhill stated this would be taken to the Redevelopment Commission (RDC) for funding at an upcoming meeting. A discussion was held. City Attorney Gray stated that paragraph nine on “services to be provided by the owner” should clarify “all legal services on behalf of the City only”. Mr. Barnett made a motion to approve with changes Ms. Gray requested, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Revised INDOT/LPA Trail Agreement** - City Engineer Travis Underhill stated that the timing has been revised on the INDOT/LPA Trail Agreement and he would like to ask for approval of this revised agreement. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Change Order #1 for King Street Improvements from HWC Engineering** - City Engineer Travis Underhill stated this is a change order regarding the King Street & Paris Improvements. Mr. Underhill stated they ran into some improvements that needed to be made such as: revisions in size of manhole covers, and signage with backlit street name signs at intersections which will hang from traffic signals. A discussion was held. Mr. Underhill stated the total of this change order is \$38,987.89. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Agreement with RejuvTec, Inc. for 2016 Maintenance Improvement Program; HMA Sealing** - City Engineer Travis Underhill stated this item was put out for bid with RejuvTec, Inc. as the only bid received. Mr. Underhill stated the total bid was for \$90,851.33. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Milestone Contractors, LLP Agreement for Hurricane Creek Parking Lot** - City Engineer Travis Underhill stated we received two bids for the Hurricane Creek Parking Lot on Jefferson Street, with Milestone Contractors being the lowest most responsive bid received at \$165,800.00. A discussion was held. Mayor McGuinness stated that funding for this project would come from the Cum Cap Development budget for this year. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval of Dave O'Mara Agreement for Wayne Street Reconstruction** - City Engineer Travis Underhill stated four bids were received for this project with Dave O'Mara, Contractors being the lowest & most responsive at \$957,742.04. There were four alternates one of which was water main work which will be contracted by the water company. This agreement includes road reconstruction & parking lot construction. Mayor McGuinness stated that the road funding would come from LOIT, and the parking lot will be subject to funding. A discussion was held. Mr. Swinehamer made a motion to approve subject to funding, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

### **Other Business**

**Request to File Liens on Unkempt Property** – Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

### **Department Reports / Staff Reports**

Police Chief O'Sullivan reminded everyone that tomorrow night would be the "National Night Out" event from 6:00 p.m. to 9:00 p.m., in Province Park. Chief O'Sullivan stated that the pool would be open to the public, and there would be many events planned. Chief O'Sullivan also thanked City employees for their help with this project.

City Engineer Travis Underhill stated he received notification that Dave O'Mara, Contractors is looking to get started on milling and overlay program.

City Attorney Gray stated she has been working with the Clerk-Treasurer's office regarding Internal Controls. Ms. Gray stated that the SBOA asks that the city pass an ordinance or resolution stating that the necessary training will be completed. Ms. Gray also stated that it is required to train all personnel who have responsibility over city property or money, and part of this training requires the personnel to watch a 26 minute video put together by the State Board of Accounts (SBOA). Ms. Gray stated that by the end of

the year Clerk-Treasurer Rhoades must certify that all employees have completed this training. Ms. Gray stated that she thinks that all board and commission members who approve claims should also complete this training, and that failure to do so can lead to the SBOA not approving the budget. Ms. Gray would like to bring a resolution forward at the next meeting stating the board will watch the video, and she will ask the Council and other boards to complete the training also. Ms. Gray stated that the Clerk-Treasurer and her office have done a great job on putting this project in place. It was agreed that Ms. Gray will bring back a resolution concerning this matter at the next meeting.

### **Adjournment**

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:55 p.m.

Respectfully submitted,

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Jayne Rhoades, Clerk-Treasurer  
Enrolled: 8/3/2016

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Joseph McGuinness, Mayor

Attest:

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Jayne Rhoades, Clerk-Treasurer